

ENVIRONMENTAL SPECIALIST

GRADE: 17

FLSA: EXEMPT

CHARACTERISTICS OF CLASS:

The Environmental Specialist performs difficult professional and administrative work ensuring strict protection of sensitive environmental resources and developing and evaluating City wide environmental policies and programs. The work requires a proactive approach with other City departments and an array of customers to carry out organizational programs, and explain specialized matters requiring cooperation, explanation and persuasion. Work is subject to general policy direction, practices and procedures covered by precedents and general supervisory review by the Director of Community Planning and Development Services. The physical demands are light and there are somewhat stressful working conditions.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Researches and analyzes environmental information to prepare environmental assessments for rezoning, special exception, variance and other applications for land redevelopment in Rockville. Assessment includes an evaluation of the potential impacts of the proposed land use on water quality, soils, forests, topography and ecological resources.
- Conducts site investigations to identify existing conditions, observes habitat quality, and determines environmental impacts of specific proposals.

- Evaluates development proposals and proposed Master Plan or Watershed Management Plan amendments for conformance with established environmental goals and policies. Proposes mitigation measures to reduce identified environmental impacts. Negotiates with applicants and their agents.
- Initiates and develops methods and techniques for proposed development plan evaluation and review of environmental and political impacts.
- Writes environmental assessment staff reports, issues papers, memoranda, special studies, press releases, and other forms of quantitative assessments in response to proposed land development applications or other assignments, and in relation to other duties. Develops surveys, forms, guides, or brochures for public use or public information.
- Attends meetings of citizen groups or associations, Planning Commission, Board of Appeals, and Mayor and Council to make presentations of data, issues, findings and recommendations; answers questions; and defends their environmental assessment and recommendations. Explains environmental impacts and policy implications of proposed development.
- Maintains current knowledge of Rockville, Montgomery County, Maryland and Federal environmental ordinances, regulations, policies and goals including air quality issues. Maintains appropriate work relationships with local and state officials, technical representatives and agencies involved in and concerned with environmental resource protection. Coordinates NPDES implementation with Montgomery County and Maryland Department of the Environment.
- Maintains an assignment tracking system to monitor projects and manages time. Maintains a familiarity with the location and content of environmental data used for assessment and report writing.
- Develops and disseminates informational brochures, slide shows, videos and materials which explain Rockville watershed management issues, watershed protection and restoration programs, and related stream stewardship responsibilities of citizens, homeowner associations, environmental groups and the business community.
- Seeks public input and enlists volunteer support to Rockville water resources management programs. Organizes presentations, displays, and volunteer activities for various public events such as Rockville Science Fair, Hometown Holidays, Oktoberfest. Assists in preparing and updating DPW's WEB page and summaries of Rockville water quality protection activities.
- Prepares grant applications, requests for proposals and contracts to develop citizen surveys, environmental protection brochures, and other educational tools which promote public understanding and participation in water pollution control and watershed management programs. Carries out related grant and contract administration duties.
- Conducts stream monitoring. Develops appropriate watershed-based stream monitoring program to assess the current condition and measures improvements/degradation of Rockville streams.
- Coordinates volunteer monitoring activities with the watershed-based monitoring and education program.

- Promotes recycling and other environmental initiatives through public awareness and education.
- Acts as staff representative for environmental issues to various organizations; liaison to the Science, Technology and Environment Commission (STEC); liaison to the Environmental Action Team from ***Imagine Rockville***; and acts as contact for MWCOG for air quality issues.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to a Bachelor's degree from an accredited university or college with major course work in environmental or natural sciences or closely related area and four years of progressively more responsible experience in environmental science, natural resource management, environmental or natural sciences or closely related field. Possession of an appropriate driver's license valid in the State of Maryland.

Preferred Knowledge, Skills and Abilities:

- Thorough knowledge of the principles and practices of hydrology, agronomy, aquatic ecology, wetlands, soils, geomorphology, land use planning and environmental sciences as applied to the water resources management field.
- Thorough knowledge of the principles and practices of environmental resource planning and management, including natural resources, biological or ecological principles and practices.
- Computer knowledge: word processing, database management, electronic spreadsheet.
- Knowledge and experience in directly identifying, involving and supervising citizens in organized watershed stewardship activities.
- Comprehensive knowledge of stream monitoring and stream restoration.
- Comprehensive knowledge of stream hydrology, water chemistry, biological monitoring and habitat assessment techniques to evaluate water quality conditions and Rockville streams.
- Strong written and oral communication skills including public speaking.
- Strong organizational skills.
- Ability to perform technical research work and to give reliable advice on difficult planning projects.